

# Joint Optometry Template

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# Why use this template?

- Easy formatting of an eye exam for CHCSII or PGUI
- Can include drawings/amlser grid
- Only document the tests you actually perform

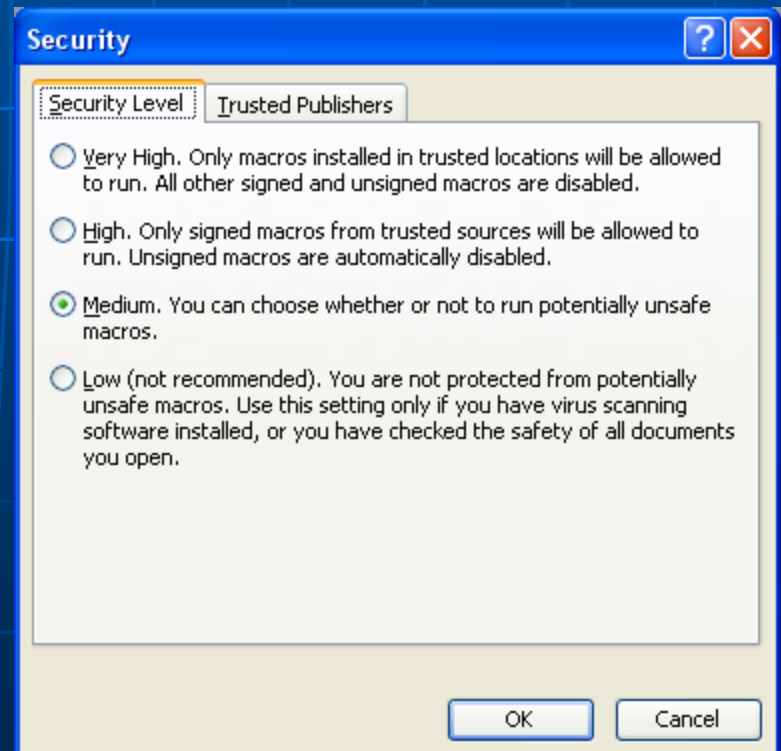
# Starting Up

- The file is digitally signed, so you'll need to enable macros:
  - Be sure to check the "Always Trust" box



# Getting Started

- If that doesn't work, you need to set your security to High or less
  - In Excel go to Tools – Macro – Security and you should see this:
  - Set the level to High or less and you're good to go
- Be sure to enable macros when you start up

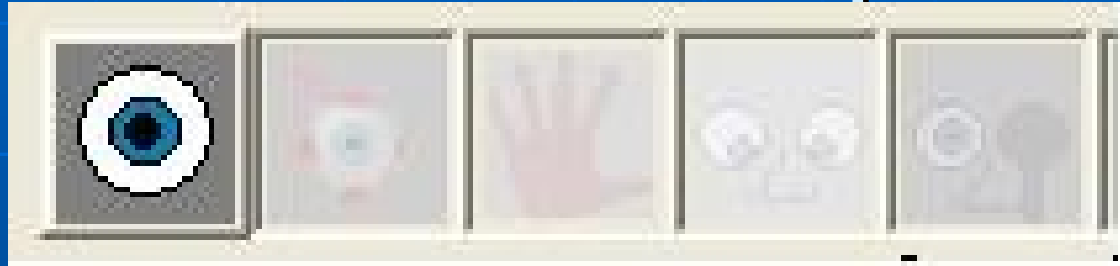


# Getting Started

## ■ Icons-

- We use a lot of icons for various tests
- If the picture is dim- the test will not be printed in CHCS II
- To select a test just click the dim picture and a place for information will appear
- If you decide you don't want to use a test- just click the bright picture and that test is gone.

# ICON Example



- These are icons found at the top left of the input form
- Active icons are bright while inactive ones are dim
- Pupil testing is the only active icon displayed above



- If you hold the mouse pointer over an icon, it will display a text box that describes the associated test
- Simply click an inactive icon to activate the test
- Click on an active icon to remove that test

# Bottom Line on Icons

- If the icon is bold- the test will be documented in your note.
- If the icon is not bold- the test will not be documented.



# Refraction Values

- Sphere defaults to Plus
- Cylinder defaults to Minus
- Acuties default to "20/"

Manifest Refraction

OD	-1	-	2	x	23	20/	20	<input checked="" type="radio"/> Rx 20/ 20 No Goodlite letters NRA PRA
OS	2	-	0.25	x	1	20/	20	
Add +	1.25	NVA	20/	20	Range	4		

- This shows OD -1.00 -2.00 x023 20/20  
 OS +2.00 -0.25 x001 20/20 Add:  
 +1.25 NVA 20/20 Push up range >4D

# Acuities

- Just type the denominator
  - Type 20 it will print 20/20
  - Type 25-3 will display 20/20-3
- You should be able to use the TAB key to jump through the input boxes
  - If the tab key inserts a tab- just hit the clear all button to start over
- Rx button- if this is selected the Rx will be used for the automatic Rx pad



# Data Entry: Contacts

- Common contact lenses are available with a click-
- Enters brand, BC, diameter and wear modality with one click
- OD lens determines modality
- You can manually write anything else if you need a different brand

# Buttons

- Dilate button automatically enters the current time and changes periphery to normal findings
  - Unclick the dilate box to change back
- Clear All button resets to normal undilated exam
- Exit button- used to exit the form- Also will let you into the code to change information if needed.

# Rx Pad

- We have the template set up to print an Rx for the patient.
- You may want to change the text on the Pad for your clinic-
- This makes a very legible Rx-
- Contact us if you are interested in a digital signature

# Rx Pad

- When you click the Rx Pad button, you will need to enter a password- we have it set to 123- This is just to keep other people from printing an Rx.



# Rx Pad

Microsoft Excel - Exam.Template.KJM

File Edit View Insert Format Tools Data Window Help

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3	2080 CHILD STREET																																													
4	JACKSONVILLE, FLORIDA 32212																																													
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7	<div>Rx</div> <table border="1"> <thead> <tr> <th></th> <th>SPH</th> <th>CYL</th> <th>AXIS</th> <th>PRISM</th> <th>BASE</th> </tr> </thead> <tbody> <tr> <td>OD</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>OS</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ADD</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PD</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>																	SPH	CYL	AXIS	PRISM	BASE	OD						OS						ADD						PD					
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14	EXPIRES 2 YRS FROM DATE ISSUED																																													
15	EYE CLINIC PRESCRIPTION																																													
16	NAVHOSPJAX 6321/2 (3-97)																																													
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23	JACKSONVILLE, FLORIDA 32212																																													
24	PATIENT'S NAME										DATE																																			
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Signature of Prescribing Officer

PRINT CL

PRINT CL & SPECS

# Rx Pad

- Enter the patient's name in the glasses Rx- it will automatically fill in the CL Rx
- Data is brought from the exam automatically
- Option buttons- DVO/NVO, Reading Only, or Progressive lenses.
- Can print as desired- hit "do not print" to go back to the exam.



# Drawings

- We have a built in template for drawings



Microsoft Excel - Optometry Form

File Edit View Insert Format Tools Data Window Help

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Put OD Ant Seg in Note

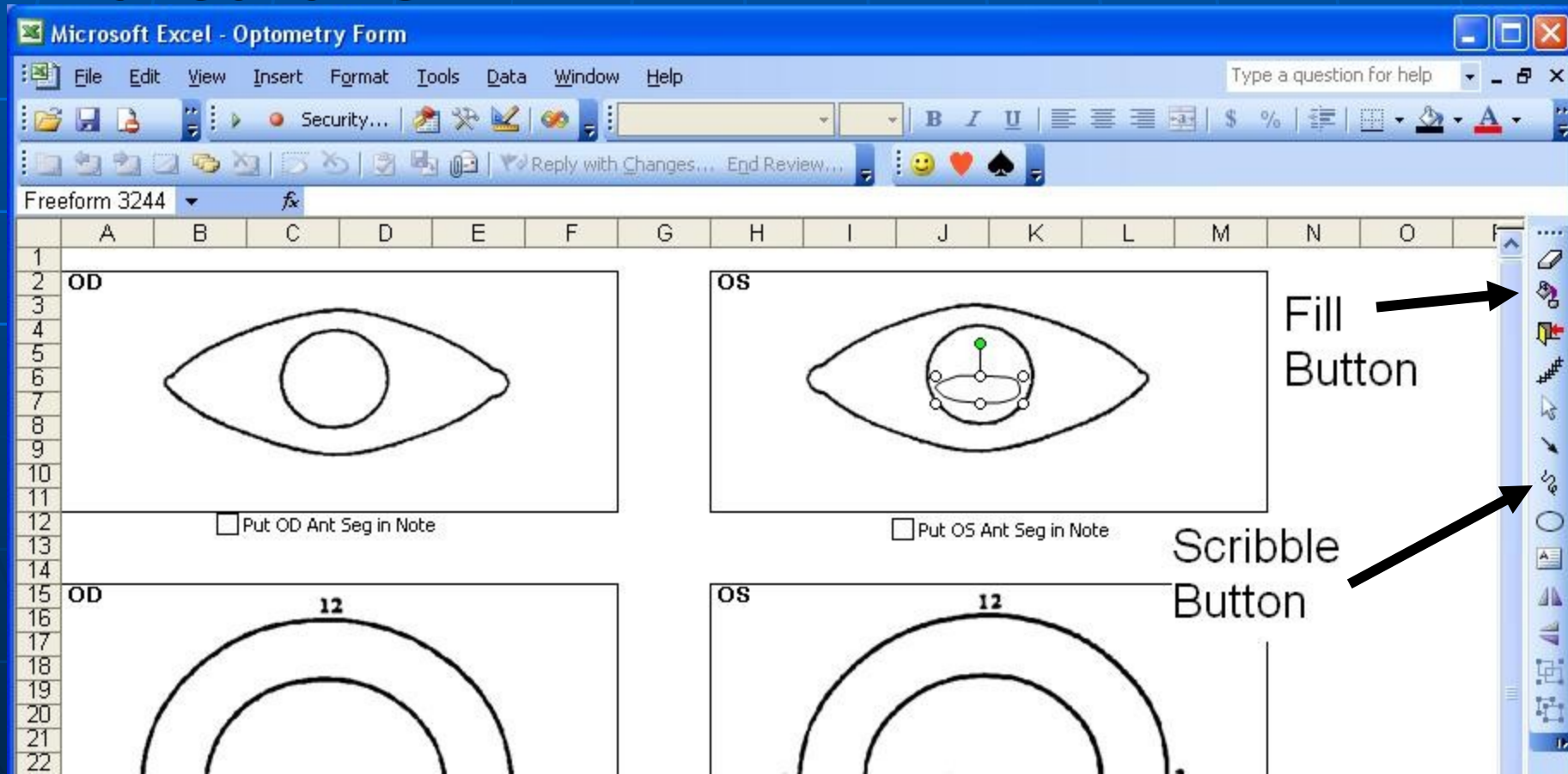
Put OS Ant Seg in Note

Put OD Post Seg in Note

Put OS Post Seg in Note

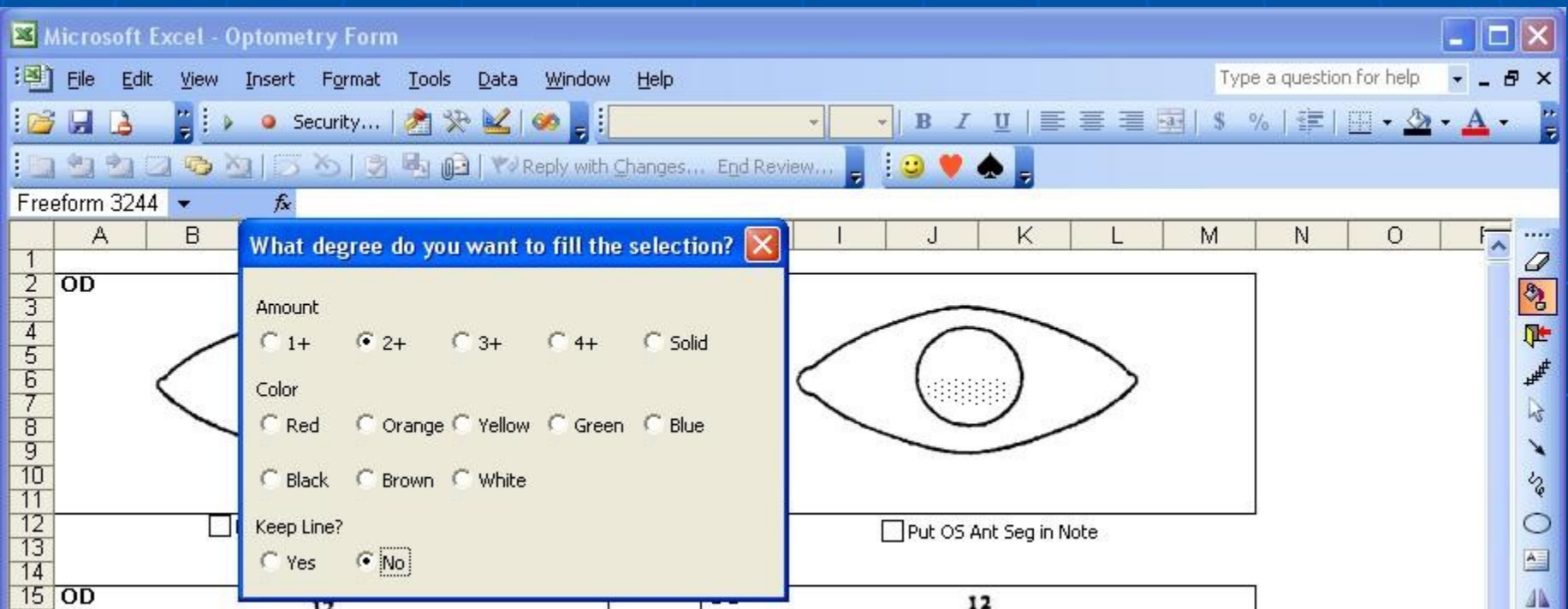
# Drawings

- Using the Scribble tool to make an area of SPK



# Drawings

- The fill button can insert SPK



# Drawings

- We also use text boxes and arrows to further explain our drawings
- Be sure the box below your drawing is checked if you want it in CHCS II
- Hit the exit button to get back to the exam

Microsoft Excel - Optometry Form

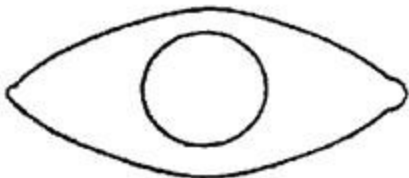
File Edit View Insert Format Tools Data Window Help

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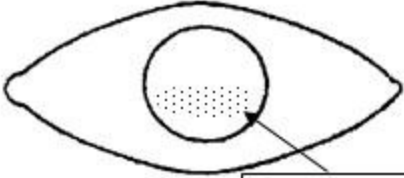
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
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OD



☐ Put OD Ant Seg in Note

OS



Area of 2+ SPK

☒ Put OS Ant Seg in Note

Exit Button

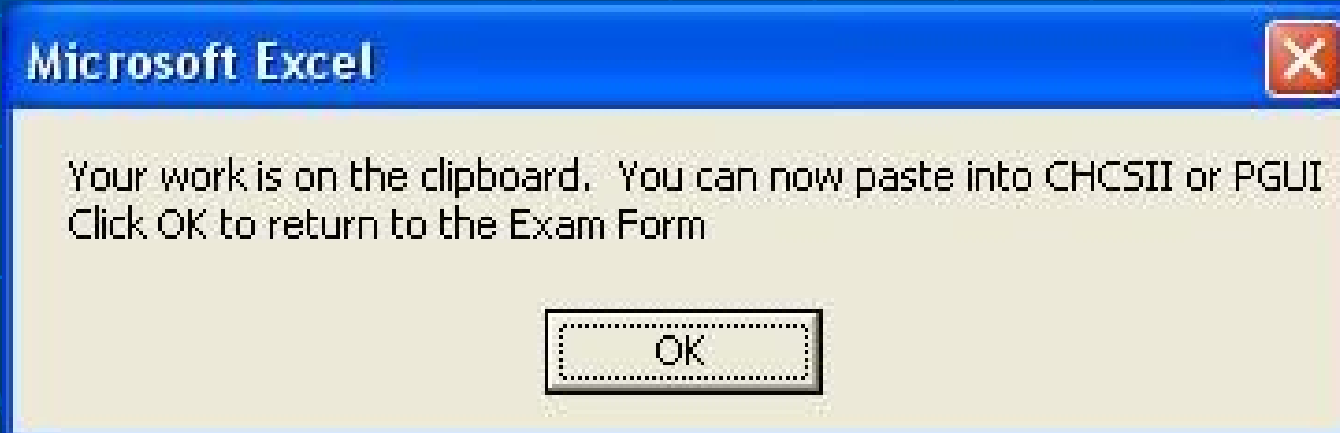
# Format and Copy buttons

- Copy different parts of the template
- Ant Seg button also activates a dilated exam (fills in the time, tropicamide, etc)
- Nothing button removes the copy window



# Copy Buttons

- When you select one of the copy buttons the exam will be formatted and copied to the clipboard



- Just Paste (CTRL+V) or Right Click and Paste into a text note in CHCS II



# Standard Plan buttons

- Copies a standard plan/patient education to the clipboard
- Just paste into CHCSII – usually in the comments under a diagnosis
- Example:
  - Rx Specs and CLs button will paste as: "Rx specs same as manifest refraction. Good comfort, vision, and fit of CLs. Pt is proficient with I and R. Rx contact lenses same as SO note. Pt recommended not to sleep in CLs. If pain, redness, discharge, d/c CLs and RTC"
  - These are the things we tell all our patients anyway- you should document them

# Front Desk Form

- There is also a check-in form for the corpsmen. It is much more self explanatory. Just paste into a text note as the patient is checked in.
- Forces a complete history for routine exams, red eyes and CL F/U.



# Joint Optometry Form

- There are many other features and tests available-
- If you have questions or problems please contact the authors
- LCDR Kevin McGowan
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  - [justin.stricklin@sar.med.navy.mil](mailto:justin.stricklin@sar.med.navy.mil)
  - (904) 270-4322 DSN 960-1322